



**ADAMS**  
GYMNASTICS

# HANDBOOK



**Welcome to Adams Gymnastics Club! We aim to enhance your child's development,  
as soon as they start to walk, all the way through to adulthood.**



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## **WHO ARE WE?**



Adams Gymnastics is a children's and youth's gymnastics club offering both recreational and advanced gymnastics coaching for young gymnasts of all ages and abilities in the Leicester area.

Having spent her 20's as a professional athlete, attending both summer and winter Olympic Games, Sarah Adams decided to return to her original passion of gymnastics, in which she competed at national level in her teens.

In 2017 she founded Adams Gymnastics which has grown from a single class of 19 children in a school sports hall to a thriving club with hundreds of active young gymnasts operating in multiple locations across Leicester.

We believe in making gymnastics fun and also in making it a challenging and engaging activity that helps children to work toward personal and team goals.

## **OUR MISSION**

To provide a fun and friendly environment that positively impacts the lives of children and teenagers through the sport of gymnastics, whilst equipping them with the tools to be successful not only in sport in but in many aspects of life.

## **CORE VALUES**

Our core values are:

- Teamwork
- Confidence
- Personal Responsibility (for coaches, gymnasts and parents)
- Learning (from both successes and failures)

These principles help to guide the behaviors of everyone involved on a day-to-day basis.

## **LEARNING FROM SUCCESS AND FAILURE**



It's great to be successful; however, we will all experience failures (small and sometimes large) in our lives. In sport children get a unique opportunity to experience "failure", put it into perspective, learn from it and move forward.

Children can be very hard on themselves when they feel that they have failed, or have disappointed a coach. This can hurt their confidence and willingness to try again. As caring coaches it's our job to help them see these mistakes as an important part of the learning process and that every failure

is a step toward success. We work with them to build their confidence so that they can tackle the next challenge without fear.

Each year Adams Gymnastics runs its own in-house competition. This competition is an ideal opportunity for children to experience a desire for success in safe and friendly environment. We often see children who walk into the competition believing that they will win a trophy, but for most this expectation will not be met and this is why each and every child receives a medal or certificate for being brave enough to take part.



## TEAM WORK AND RESPONSIBILITY

The power of team work plays an important role for coaches, gymnasts and parents in order to enhance every session.

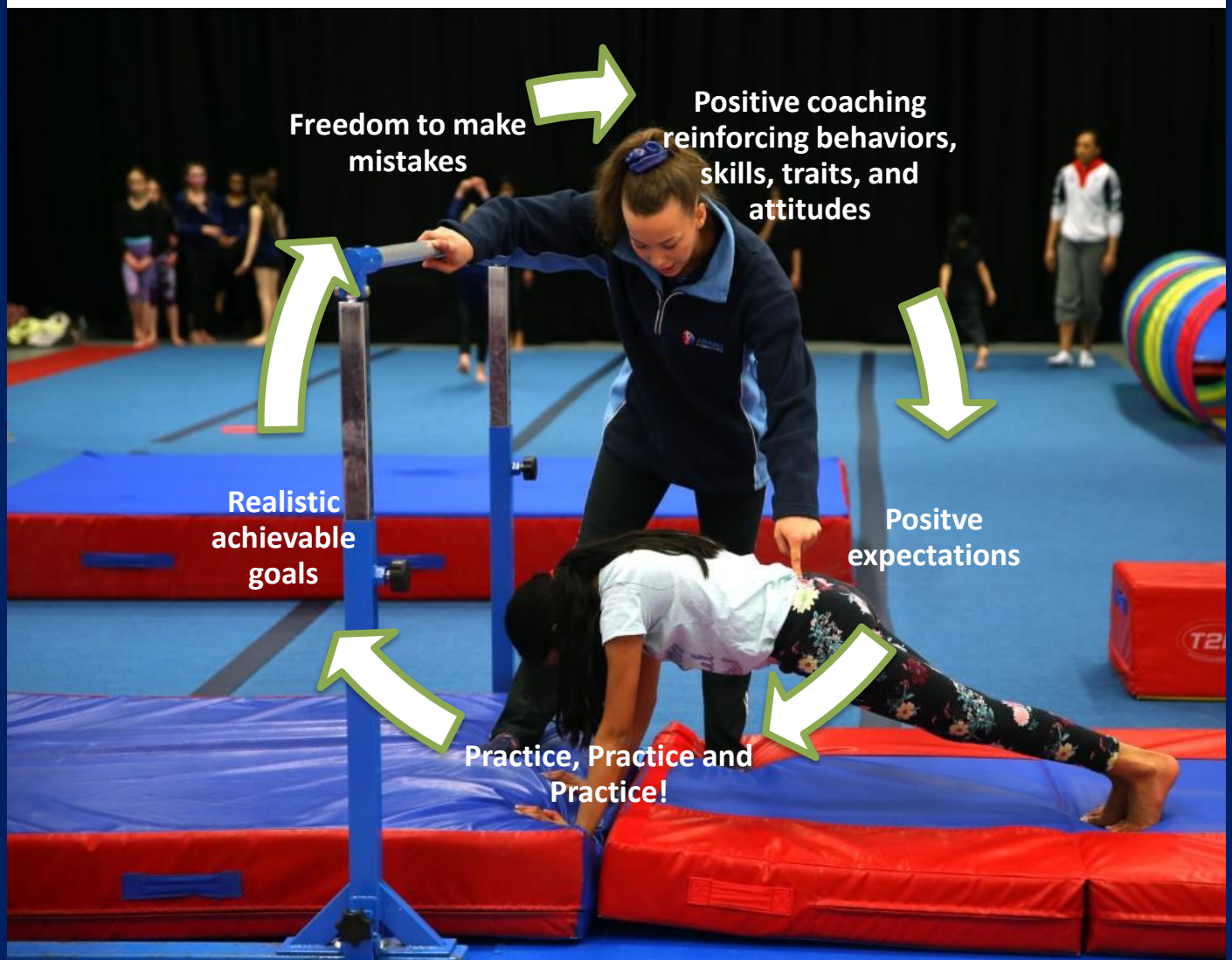
All coaches set the tone for the whole class by being punctual for every session, setting realistic and achievable goals through a challenging but engaging environment, and providing constructive motivating technical advice to the gymnasts. Coaches work in partnership with parents and gymnasts of all abilities, to show evidence of progression and clear goal setting.

To get the most out of a session, gymnasts need to arrive on time, work with coaches, and ask open questions in order for coaches to help them. They should take ownership of their behavior in the gym and follow the code of conduct.

When gymnasts and coaches work as a team and take ownership and responsibility of the core values, then gymnastics will be a safe environment in which everyone has fun and achieves goals through Adams Gymnastics.

## CONFIDENCE

Five ways we build confidence in Adams Gymnastics



## **CLASS INFORMATION**

### **DO PARENTS HAVE TO STAY ON SITE?**

If the child is under the age of 6 years, a parent must stay on site or close to the gym.

Please note that for the safety of the class, and to prevent disruption to the class, parents are not allowed to stand in the gym, but can view from the full viewing balcony provided at Crown Hills, or where there are similar viewing facilities provided at other venues.

### **DROPPING OFF AND COLLECTING YOUR CHILD**

Parents are responsible for their children up until the start of the session, and must not be left alone before the start of the session.

When collecting, parents must come into the gymnastics building to pick up the children; we will not let children leave the gymnastics building to meet you in the car park. The coaches are full responsibility from the moment the session has started until children are handed over to their parents at the end of the session.

### **TOILETING**

Parents of children who may require assistance to use the toilet must remain on site or remain nearby and contactable in case their child may become distressed or requires assistance. Parents of the Little Gym class are asked to stay on site in case their child needs the toileting.

Children over the age of 6 years will be sent to the toilet in pairs (buddy system) without an adult, and no children are allowed to leave the site without the coaches' permission.

### **MEDICAL CONDITIONS / DISABILITIES**

Some medical conditions require a parent to stay at the session in case the administration of medication is required e.g. Epilepsy.

Any medical condition, learning disability or attention disorder must be disclosed on the registration form and parents should speak to Sarah Adams to ensure that all of the coaches are aware of any adaptations or risks which need to be considered.

Varuccas should be covered by a waterproof coating and secure plaster and swim sock or suitable non-slip gym / dance shoes. Ordinary socks are not suitable, as they are likely to slip on the apparatus.

Children with a disability who require one to one support will need to provide a carer, who will be led by the coaches during the class. Down's syndrome gymnasts will require an atlanto-atlas screening prior to starting the class.

## WHAT CLOTHING SHOULD MY CHILD WEAR?

Gymnasts work in bare feet and the girls wear a leotard with shorts/leggings, or a t-shirt and shorts.

Adams Gymnastics has a set uniform that you can purchase from the front desk.

**For those who wear a hijab, make sure this is tucked into the leotard or t-shirt, alternatively Adams Gymnastics is supported by Nike Pro which provide a sports hijab, which you can purchase from our website.**

## JEWELLERY

All piercings, jewellery and watches must be removed before the start of the session. It is not the coach's responsibility to look after any valuables. Any items of value brought into any area of the centre are done so at the owners' own risk as we cannot accept liability for any personal belongings left or damaged on site.

## LOST PROPERTY

While we cannot take responsibility for any property which is lost in the gym centre, any lost property we do find we will keep for 4 weeks, after which, if still unclaimed, will be donated to a charity shop.





## OUR COACHES

Pictures and biographies of the Adams Gymnastics coaches can be found on Adams Gymnastics Website.

All our coaches are qualified by British Gymnastics, DBS checked, and verified by the Welfare Officers team. All our coaches are trained by British Gymnastics in safeguarding and protecting children.

At every session there will always be a level three or two coach on site; these coaches are first aid trained.

## SPEAKING TO YOUR COACH

Our coaches love nothing more than to engage with parents, but the gym can become very busy and at times this is very difficult, either because we are actively coaching, changing classes, or organising the next lesson.

If you need to speak to a specific coach then leave a message at front desk or email us at [info@adams-gymnastics.com](mailto:info@adams-gymnastics.com) and we will arrange a time you can talk. Please don't try and communicate when they are actively coaching.

Adams Gymnastics coaches are not permitted to give out personal mobile numbers or details.

## DISCIPLINE IN CLASS

To protect all gymnasts, and in order to maintain a safe environment it is important that gymnasts follow the instructions of their coach.

Adams Gymnastics works on a three strikes policy. Gymnasts who show inappropriate behaviour, refrain from participating, or attempt to perform moves that have not been asked to perform, present a real danger both to themselves and to others.

Three strike policies is: if there are repeated misbehaviours or serious incidents

**GREEN** - First warning and sit out of the session

**AMBER** – Additionally, the parent will be notified

**RED** - If behaviour still continues, membership will be cancelled



## **CLASSES AT ADAMS GYMNASTICS**

### **TASTER SESSION**

We offer a Taster Session, an opportunity for your child to try gymnastics with no commitments, for a one-off fee of £6.

All Taster Sessions are at the end of each calendar month. We will get in touch via email or phone to confirm which session you're booking into.

We can't guarantee spaces will be available as some sessions are fully booked, with waiting lists.

### **LITTLE GYM (3-6 YEAR OLDS)**

Our Little Gym classes are for younger children wanting to start gymnastics in the Leicestershire area. These sessions have been specially planned to help your child flourish with confidence whilst attaining developmental milestones in a friendly and safe environment.

Every session starts with a warm up game or warm up to music. This is great to get your child engaging in the session and slowly challenge their core fitness components.

When you join the Little Gym classes your child will be allocated a qualified gymnastics coach who will work with them to progress through their Little Gym gymnastics levels:

**Little Bear (level 3)   Little Ninja (level 2)   Little Jedi (level 1)**

When they reach each level, they will receive a certificate in recognition of their achievement.

### **GYMNASTICS FOR ALL (6-12 YEAR OLDS)**

We will allow younger children when they have achieved Little Gym Little Ninja (level 3).

Every child learns and develops at their own pace so here at Adams Gymnastics we will give your child a kick start opportunity to tackle challenges at their own level through setting realistic goals so your child can grow and gain confidence whilst being rewarded with certificates and badges.

Every child is allocated a coach with a working ratio of around 7-8 in each group. This is to ensure the quality of the coaching each gymnast receives.

The Gymnastics For All programme takes an holistic approach to teaching your child gymnastics.

### YOUTH GYMNASTICS

Youth Gymnastics is available to teenagers with previous gymnastics experience and ability, who wish to continue to develop their skills, but at a more relaxed pace and with competitions an optional extra.

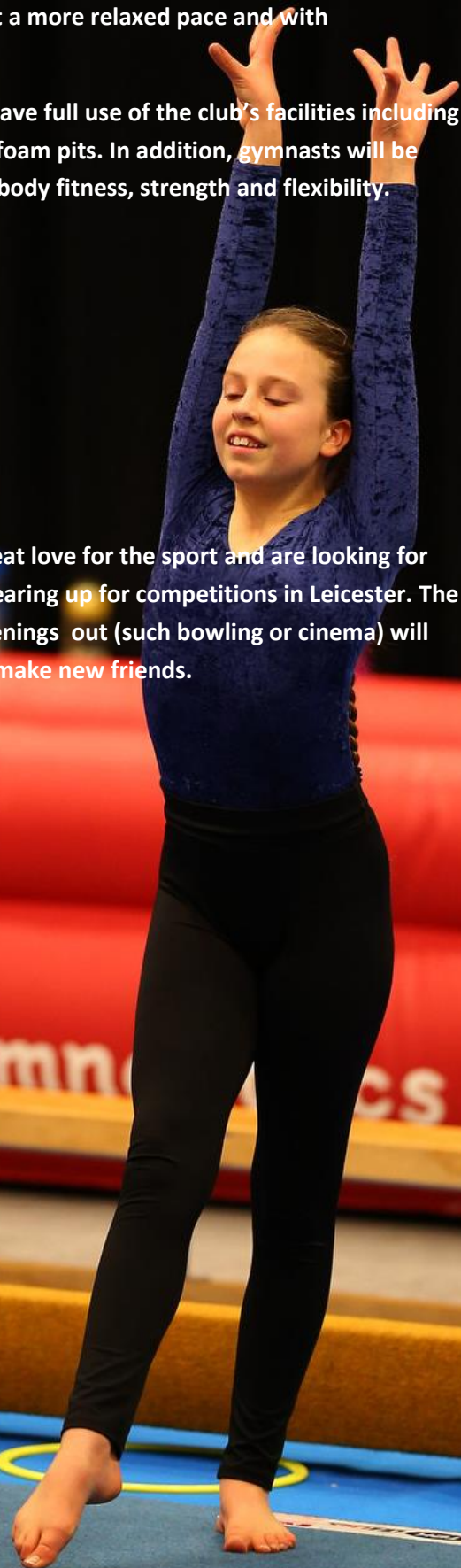
The sessions are more relaxed and gymnasts will have full use of the club's facilities including our sprung floor, vault, bars, beam, fast track and foam pits. In addition, gymnasts will be encouraged to maintain and develop their overall body fitness, strength and flexibility.

### ADVANCED

The Advanced class is for gymnasts who have a great love for the sport and are looking for new challenges. This is a more demanding class, gearing up for competitions in Leicester. The weekly sessions are two hours duration. Social evenings out (such as bowling or cinema) will be arranged on occasions to allow the children to make new friends.

### DEVELOPMENT SQUAD

Entry to this class is by invitation only.



## CLASS TIMES, LOCATIONS AND PRICES

Taster sessions are £6 per child and can be scheduled for any class time subject to availability.

The prices below take 2 class shuts-downs per year in to account. If sessions have more than 2 shut-downs (e.g. some bank holidays or venue closures) the monthly fee for the coming year is adjusted accordingly each September. You will be notified by email before any changes to monthly direct debit amounts take effect.

Day	Time	Venue	Session Type	Monthly Fee
Monday	4pm to 5pm	Crown Hills LE5 5FT	Little Gym	£25
	5pm to 6pm		Gymnastics for All	
	6pm to 7pm			
	7pm to 8pm		Gymnastics for All Girls Only Female Viewing Only	
	4pm to 6pm		Development Squad	
	6pm to 8pm		Advanced	£50
Wednesday	4pm to 5pm	Babington LE4 0SZ	Little Gym	£25
	5pm to 6pm		Gymnastics for All	
	6pm to 8pm		Advanced	£50
Friday	4pm to 5pm	Sports Lounge LE5 5FN	Little Gym	£25
	5pm to 6pm		Gymnastics for All	
	6pm to 7pm		Gymnastics for All	
	6pm to 7pm		Youth Gymnastics	
	6pm to 8pm		Advanced	£50
Saturday	11:15am 12.15pm	Crown Hills LE5 5FT	Advanced	£25
	12:15pm to 1:15pm		Gymnastics for All	
	1:15pm to 2:15pm		Little Gym	
	2:20pm to 3:30pm		Youth Gymnastics Girls Only Female Viewing Only	
	3:30pm to 4:30pm		Gymnastics for All	
	4:30pm to 5.30		Child's Fitness Crazy	

## LOCATIONS

**The Sports Lounge**  
Gwendolen Road,  
Leicester  
LE5 5FN

**Crown Hill Academy**  
Gwendolen Road,  
Leicester  
LE5 5FT

**Babington Academy**  
Strasbourg Drive  
Leicester  
LE4 0SZ

## PAYMENT INFORMATION

### **DIRECT DEBIT AND JOINING FEE**

All parents are expected to set up a direct debit; once your child has had their taster session. The monthly payment is based on the number of sessions each year and is adjusted to take into account shut-downs for bank holidays and Christmas and any other dates that the club is unable to run. This amount will be collected in advance on the 1<sup>st</sup> day of each calendar month.

**Once you have set up your direct debit Adams Gymnastics will process one add-hoc payment for your £15 joining fee – you will be notified when this payment is due to be debited from your account.**

### **BRITISH GYMNASTICS INSURANCE**

After joining the club, and once your child has had their first Taster Session, you will need to sign up to British Gymnastics Insurance which provides annual cover from 1st October to 30th September.

British Gymnastics has different levels of membership available with associated annual fees:

- Pre School (for those not yet in full time education) current cost £11
- Gymnast (for those taking part in gymnastics from once a week up to competing in local and some regional competitions) current cost £17

**Please sign up here:** <https://register.british-gymnastics.org/gymnet/register/registerstart>

All current gymnasts will need to renew their British Gymnastics Insurance every year from 1st October. New gymnasts can join at any time during the year provided they have been offered a place in a British Gymnastics registered club.

### **LEAVING THE CLUB**

The club requires one months' notice in writing if wish your child to leave. Please do not simply cancel your direct debit as this is more easily managed by us.

If you had previously left the club, and wish to re-join at a later date, then a joining fee would be charged at that time. You would also need to wait until your child reached the top of the waiting list for the appropriate class.

### **MISSED PAYMENT**

Your monthly fees are due on the 1<sup>st</sup> of every month any missed payments could result in your child losing their place in the class.





## **How To Contact Us**

There are ranges of ways in which you can contact us.

For general enquiries you can email us at [info@adamsgymnastics.com](mailto:info@adamsgymnastics.com) , phone on 07835 217 146, or alternatively via our Facebook page. We will endeavour to respond to all enquires within 24 hours.

If you need to speak to your coach, please do this either before the start, or at the end, of the session, although this may not always be always possible when sessions run back to back or overlap. Please don't engage with the coaches if they are actively instructing.

Alternatively, please leave a message with reception, or if unmanned then complete a meeting request form and post it in the letterbox provided on the reception desk. We will then contact you via phone or email to confirm a meeting arrangement.

## **ANNUAL SURVEY**

We plan to conduct an annual survey to our membership, seeking feedback on all the different workings of the club.

## **CHILD PROTECTION AND HEALTH & SAFETY**

### **WELFARE OFFICERS**

**The welfare of all children in Adams Gymnastics is a primary concern. If you have any welfare concerns please liaise with one of our Welfare Officers.**

The contact details of the Welfare Officers can be found on the notice board in the viewing area and on the Adams Gymnastics website. Welfare Officers can also be emailed at [welfare@adamsgymnastics.com](mailto:welfare@adamsgymnastics.com)

### **CHILD PROTECTION**

We take the safety and welfare of gymnasts, coaches, volunteers and parents very seriously. We do this by:

- ✓ Abiding by the British Gymnastics Club Health , Safety and Welfare guidelines
- ✓ Appointing Welfare Officers to whom complaints and welfare concerns can be made confidentially and are dealt with promptly
- ✓ Ensuring that gymnasts and parents are aware of the purpose of videoing, filming or photography during training or events
- ✓ Having a zero tolerance level for poor practice, bullying or any form of abuse.

### **PHOTOGRAPHY**

Adams Gymnastics do not publish any images or videos without written consent from the gymnast concerned (or in the case of a child from their parent). This is gained as part of our registration process.

Personal information of the individual, other than their name, will not accompany the image.

## **BUILDING EVACUATION**

The coaches are responsible for the evacuation of the building of the gymnasts in their care, in the case of a fire or other emergency. Under no circumstance must a parent evacuate their child once under the responsibility of a coach.

Parents and children under their supervision must evacuate the building and assemble in the car park.

## **SOCIAL NETWORKING**

Adams Gymnastics believes that Facebook and Twitter are a fantastic way to communicate and to demonstrate the great work that we do with the wider community. While there are many positive aspects of using social media to communicate, we are aware that there are potential disciplinary and safeguarding concerns which stem from improper use. Please note that all Adams Gymnastics communication will be via the official Facebook and Twitter sites and the official newsletter. Adams Gymnastics follows British Gymnastics Code of Good Practice, which is available online at [www.british-gymnastics.org](http://www.british-gymnastics.org).

## **ADDITIONAL GUIDELINES**

Should a parent of a gymnast request to become a named friend on a coach's social networking page then the coach should decline this request. Failure to do so would be in breach of Adams Gymnastics Standards of Conduct. This is to safeguard everyone from inappropriate communication that could result in disciplinary concerns. Social networking sites should never be used as a medium by which to abuse or be critical of Adams Gymnastics. To do so would be in breach of Ready Steady Gymnastics Standards of Conduct. Any breach of the Standards of Conduct may result in disciplinary action.

## **CODE OF CONDUCT**

Adams Gymnastics is fully committed to safeguarding and promoting the wellbeing of everyone. We believe that it is important that children, coaches, administrators, parents and anyone associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, everyone is encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Sarah Adams, head coach and founders of Adams Gymnastics.

### **CHILDREN / YOUNG PEOPLE ARE EXPECTED TO:**

- ✓ Be friendly and particularly welcoming to new joiners
- ✓ Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity
- ✓ Be considerate to others and work as a team
- ✓ Accept success and failure in a noble/ selfless way and respect other competitors
- ✓ Not leave sessions without permission of the person in charge
- ✓ Wear suitable kit – LIST COMPULSORY ITEMS – for training and
- ✓ Show appropriate loyalty and be gracious in defeat
- ✓ Take care of all property belonging to the club or others
- ✓ Be on time for training sessions, and competitions
- ✓ Refrain from the use of bad language or racial/sectarian references (including bullying using new technologies like chat-rooms or texting)
- ✓ Challenge or report the bullying of your peers.

### **CHILDREN / YOUNG PEOPLE HAVE THE RIGHT TO:**

- ✓ Be safe and happy in their chosen activity
- ✓ Be listened
- ✓ Be respected and treated fairly
- ✓ Privacy
- ✓ Enjoy your sport in a protective environment
- ✓ Be referred to professional help if needed
- ✓ Be protected from abuse by other children or outside sources
- ✓ Participate on an equal basis, appropriate to their ability
- ✓ Experience competition and the desire to win
- ✓ Be believed
- ✓ Ask for help.

## **PARENTS CODE OF CONDUCT AGREEMENT**

- ✓ Unless explicit permission is granted , there is no photography or video footage allowed of any gymnast at anytime in the gymnastics facility
- ✓ If you need to speak to a specific coach then leave a message at front desk or email us at [info@adamsgymnastics.com](mailto:info@adamsgymnastics.com) and we will arrange a time you can talk to the coach, please don't try and communicate when they are actively coaching.
- ✓ Encourage and help your child to adopt our core values
- ✓ Due to the safety of gymnasts parents are not allowed in the gym at anytime (we do have a parent waiting area that has a viewing screen)
- ✓ Respect the rights, dignity and worth of others
- ✓ Encourage children to participate if they are interested. If they are not, then don't force them
- ✓ Remember children are involved in sport for their enjoyment not yours
- ✓ Encourage punctuality and an appropriate dress standard for training sessions and competition
- ✓ Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under the age of 18 years of age as your words and actions are an example
- ✓ Never ridicule or yell at your child or other children for making a mistake
- ✓ Do not raise issues of disagreement publicly
- ✓ Show respect to coaches or officials at all times and do not address them in a derogatory or condescending manner
- ✓ Accept that the decision of the club's board of directors in all matters, including dismissal from the club, is final
- ✓ Support all efforts to remove verbal and physical abuse from sporting activities and avoid the use derogatory language.

### **Declaration**

(to be signed by the parent or guardian at the start of the first session)

I agree to my child participating in Adams Gymnastics activities. I will ensure that my child arrives on time, wearing appropriate clothing, and that a coach is on site before I leave, and that I will collect promptly at the end of the session. I also agree that photographs may be taken throughout the programme that may be used to publicise future events. I note that the information on this form will be held on a computer and will be used to contact me if necessary.

Name of Gymnast.....

Signature of Parent/ Guardian .....

Date.....

## **COACHES CODE OF CONDUCT AGREEMENT**

- ✓ Hold a valid and appropriate coaching , insurance and safeguarding qualifications and to keep this up to date
- ✓ Adopt our core values as guiding principles for their daily activities
- ✓ Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Safeguarding and Protecting Children Policy
- ✓ Follow training programs and make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- ✓ Wear Adams Gymnastics, t-shirt or jumper when at training or competitions
- ✓ Always have a level two coach (or higher) and a qualified first aider on site at all times
- ✓ Place the well being and safety of the performer above the development of performance, and follow all guidelines set down by British Gymnastics
- ✓ Acknowledge parents on new starting gymnasts
- ✓ Not eat to when coaching or on the gymnastics floor
- ✓ Give a minimum of 8 hours notice if they have to be absent because illness or personal reasons
- ✓ To respect space and equipment used in the gym by other coaches

Signature of Coach .....

Date.....



## **DECLARATION FORM**

**Declaration** (to be signed by the parent or guardian at the start of the first session)

I agree to my child participating in Adams Gymnastics activities. I will ensure that my child arrives on time, wearing appropriate clothing, and that a coach or club officer is on site before I leave, and that I will collect promptly at the end of the session. I also agree that photographs may be taken throughout the programme that may be used to publicise future events. I note that the information on this form will be held on a computer and will be used to contact me if necessary.

**I give consent for photos of my child to be taken which may be used to advertise Adams Gymnastics online YES / NO**

Name of Gymnast.....

Signature of Parent/ Guardian .....

Signature of Coach .....

Date.....